



VILLAGE OF KEY BISCAYNE

Department of Building, Zoning and Planning

Do you want to set up a new business in the Village?

If so, follow these steps.

PROCEDURE TO ESTABLISH A NEW BUSINESS IN THE VILLAGE OF KEY BISCAYNE

Step 1

Before signing a lease for a space or purchasing property in the Village, check with the Village Building, Planning & Zoning Department (or BZP) to make sure that the proposed business or occupation is allowed at the address.

Parking requirements for your business or occupation also will be verified.

The person to contact for this review is:

William Fehr, Zoning Plan Reviewer
Suite 250, Village Hall
Email: wfehr@keybiscayne.fl.gov
Tel: (305) 365-5502
Fax: (305) 365-5506

If the requirements are met, you will be able to apply for a Local Business/ Professional Tax Receipt (formally known as an Occupational License) and a Certificate of Use from the Village. The document is valid from October 1 to September 30 (the Village Fiscal Year).

Step 2

Fill out the Local Business Tax Receipt or Local Professional Tax Receipt/Certificate of Use application once you have obtained verification from BZP that your business meets all applicable zoning and parking requirements. The forms plus important additional information are available online at the Village Local business tax receipt webpage (http://keybiscayne.fl.gov/index.php?submenu=BZP&src=gendocs&link=Occ_Licenses_Fees&category=Building,%20Zoning%20&%20Planning).

Make sure you have the following documents (if you are applying for a business):

- Original and Copy of the By-Laws / Articles of the Company
- Original and Copy of Fictitious Name - DBA – Certificate (To apply online, visit the State E-filing website at www.sunbiz.gov)

- Original and Copy of the Federal Identification Number (FEIN)
- Original and Copy of the Lease Document

Note that certain businesses, such as restaurants or beauty salons/spas, require additional documentation (details available at http://keybiscayne.fl.gov/index.php?submenu=BZP&src=gendocs&link=Occ_Licenses_Fees&category=Building,%20Zoning%20&%20Planning).

You will only need a copy of your State License if you are applying as a professional.

The completed application must be signed by the owner of the business.

Step 3

New business applicants must provide evidence of approval by the Miami-Dade County Department of Environmental Resources Management. DERM's approval before issuance of Village-issued Certificates and Receipts is required to verify that your business will comply with all local, state, and environmental laws. Details are available at the DERM website (http://www.miamidade.gov/derm/new_businesses.asp).

You must apply in person at the following address. Have your Village Local Business Tax Receipt application fully filled out prior to your visit.

Miami-Dade County DERM
Main Building
Overtown Transit Village North
701 NW 1st Court, First Floor
Miami, FL 33136
Tel: (305) 372-6789

You will receive an approval stamp on the back of the Village Tax Receipt application.

Step 4

Submit the completed application in person to BZP for processing. Fees can be paid via check, money order or a cash deposit in the Village account at Suntrust Bank (bring the receipt with your application).

The person to whom to submit applications and contact with any questions is:

Graciela Miguel, Code Enforcement/Local Tax Receipt Specialist
Suite 250, Village Hall
Email: gmiguel@keybiscayne.fl.gov
Tel: (305) 365-7563
Fax: (305) 365-5506

Renewals of Local Tax Receipts before the October 1 deadline are handled on a first-come, first-served basis. Your Receipt will be mailed to you after processing.

Applications for new businesses are handled on a case-by-case basis.

Be Aware of These Special Conditions:

- If the owner of a company does not reside in the Village of Key Biscayne or cannot apply for the Local Tax Receipt in person, the owner must sign an affidavit authorizing any person to process the application on behalf of the company.
- Sole proprietors of a business must come in person to file the application.
- If you are opening a restaurant or a beauty salon spa, you need to bring additional documentation.
- If the business is a home office
 - Signage is prohibited.
 - No customer may be served in the home.
 - Employees in the business are limited to full-time residents of the dwelling unit.
 - No deliveries/parcels are to be received at the residential address.
- Rules for business signs and banners
 - Allowed signage is given in the Village Code Sec. 30, Article VIII
 - No advertising may be hand-delivered door-to-door, on cars or in the street.
 - Magnetic signs are not allowed on cars or trucks.

You May Be Asked These Questions During the Application Interview:

Will this business ...

- Be a professional association?
- Join an existing office?
- Have door-to-door service?
- Operate from a home?
- Require state licensing?
- Require a Local Tax Receipt transfer (if an existing business)? **If Yes, provide the original Tax Receipt.**
- Serve liquor?
- Serve food?
- Sell tobacco products?
- Have day or adult care services?
- Require any work or alterations in the new space? **If Yes, describe the work to be performed.**
- Be a not-for-profit organization? **If Yes, provide a copy of the non-for-profit documentation.**

What is the ...

- Number of employees including owners and management?
- Number of coin-operated machines at the location (i.e., soda, cigarette, washer, drier, etc.).
- Number of seats if the business is an eating establishment?

The Village Zoning Plan Reviewer (William Fehr) will verify that all occupancy issues are met during the processing of your Local Tax Receipt application. Once approved, a Certificate of Use approval stamp will be affixed on the reverse of the Receipt.

PLEASE READ CAREFULLY

During the processing of your Local Tax Receipt application, you may be asked to submit additional information. The Village does not guarantee a license upon submission of your application. **Submission of an application does not imply consent to operate your business; therefore, you shall not conduct any business until a Local Tax Receipt is issued.** The Village shall not be held responsible for improvements you make on the location prior to all approvals given for the issuance of your Local Tax Receipt. Proper permits must be obtained for all alterations, remodeling, and repairs affecting the electrical, plumbing, mechanical or building structure.

YOU ALSO NEED A MIAMI-DADE COUNTY LOCAL BUSINESS TAX RECEIPT

Once you have obtained your Village of Key Biscayne Local Business Tax Receipt and Certificate of Use, take the document to Miami-Dade County.

According the County Tax Collector Local Business Tax webpage (http://www.miamidade.gov/taxcollector/ol_home.asp),

“Any person doing business in Miami-Dade County must obtain a Miami-Dade County Local Business Tax Receipt. Businesses also need to obtain a city Business Tax Receipt from the municipality where the business is located. The Local Business Tax is imposed for the privilege of doing business in Miami-Dade County. Persons who provide merchandise, entertainment, or services to the public, even if only a one-person company or home-based business, must obtain a Local Business Tax Receipt before starting to operate.

The application form and other information are available online at the Miami-Dade County website ((http://www.miamidade.gov/taxcollector/ol_home.asp). County Receipts also are issued for one year beginning October 1 and expire on September 30 of each year.

You must apply in person to first obtain your County Receipt at the following address. Have your application fully filled out prior to your visit.

Miami-Dade County Tax Collector's Office
140 West Flagler Street, Room 101
Miami, Florida 33130

If you have questions, please contact the County Local Business Tax Section:
Tel: (305) 270-4949
Fax: (305) 372-6368

(Release Date: November 24, 2009)